UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD SAFETY AND INSPECTION SERVICE WASHINGTON, DC

FSIS DIRECTIVE

2500.2 **REVISION 1**

7/14/98

SMOKING POLICY

L **PURPOSE**

This directive provides policy and information on smoking restrictions for the Agency.

11. CANCELLATION

This directive cancels FSIS Directive 2500.2, dated 6/6/95, and regional or district smoking policies.

III. REASON FOR REISSUANCE

- This directive is completely rewritten to incorporate Executive Order 13058, which gives agencies authority to establish a smoke free environment. EPA concludes that widespread exposure to tobacco smoke causes serious and substantial public health risks.
- B. FSIS and the National Joint Council of Food Inspection Locals negotiated the Agency smoking policy with assistance from the Federal Service Impasses Panel (the Panel). The Panel ordered the adoption of a modified version of the Agency's proposal. The policy is contained in this revision.

IV. REFERENCES

DR4400-6, Smoking Policy

EPA Report 402-F-94-005, Setting the Record Straight: Secondhand Smoke is a Preventable Health Risk

Executive Order 13058, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace

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V. ABBREVIATIONS AND FORMS

The following will appear in their shortened form:

EAP	Employee Assistance Program
EPA	Environmental Protection Agency
EΩ	Field Operations

FO Field Operations

GSA General Services Administration

FSIS Form 2500-4 Smoking Cessation Program Application
SF-1164 Claim for Reimbursement for Expenditures on Official Business

VI. POLICY

It is FSIS policy to prohibit the smoking of tobacco products in:

- A. Buildings and facilities (or portions thereof) owned, leased, or occupied by FSIS personnel. EXCEPTION: Non-federal buildings where Federal personnel are assigned and there are designated smoking areas. FSIS personnel may smoke in such areas if access is permitted.
- B. USDA-owned and GSA- or commercial-leased vehicles in the custody and control of FSIS personnel for more than 60 days.

VII. DELEGATION OF AUTHORITY

The Agency Administrator is delegated authority to restrict smoking in assigned Agency office space.

VIII. SMOKING POLICY DISPUTE RESOLUTION

- A. **In-plant Locations**. The circuit supervisor and the local union president will resolve disputes on the application of the smoking policy. If a resolution is not reached, the district manager or designee and the Council president or designee will consult to resolve the issue and may, by mutual agreement, visit the site if necessary.
- B. **Headquarters Locations**. The Washington Area Service Center, Office of Operations, oversees smoking policy disputes for the Washington, DC Complex. Forward questions or comments on the implementation or application of smoking policy through the Procurement and Property Branch to the Washington Area Service Center.
- C. **Field Office Locations**. The site manager resolves disputes on the application of the smoking policy for district offices, laboratories, Technical Service Center and Minneapolis Personnel Branch.

IX. SMOKING CESSATION PROGRAMS

A. An employee may:

- 1. On a one-time basis, participate in a smoking cessation program on official time, at no cost to the employee, workload permitting.
- 2. Enroll in one additional program, at no cost to the employee, on his or her own time.
- 3. Repeat a smoking cessation program with no charge to leave if the employee was prevented from completing a program due to a management-directed work assignment.
- 4. Attend additional smoking cessation programs on his or her own time and expense.
- 5. Choose to use pharmacologic treatment (i.e. nicotine patch or gum).
- B. Smoking cessation programs are available nationwide. An employee may contact the following for approved programs:
- 1. Local representatives of nationwide associations (i.e., cancer societies or lung associations) or local health care facilities for services.
 - 2. EAP for addiction or dependency counseling.
 - 3. Health insurance carrier for services.

X. AGENCY ASSISTANCE

- A. FSIS grants official time for the first three EAP visits for addiction or dependency counseling related to smoking cessation. EAP referral for additional counseling unrelated to a smoking cessation program is on the employee's time and expense.
 - B. FSIS provides some reimbursement for:
- 1. **Health insurance carrier co-payments** associated with smoking cessation programs. The reimbursement is limited to a lifetime amount up to \$100. (The \$100 does not apply to calendar year deductions imposed by a health insurance provider.)

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2. **Pharmacologic treatment fees** are limited to a lifetime amount up to \$150. This reimbursement is in addition to and separate from the cost of a smoking cessation program.

XI. REQUEST TO ATTEND A PROGRAM

All employees must obtain advance approval to attend smoking cessation programs. Complete and submit FSIS Form 2500-4 (Attachment 1) through normal channels.

- A. **FO employees** assigned to field locations obtain approval from the district manager or designee. The district manager or designee maintains a record.
- B. **All other employees** obtain approval from the division or staff director. The immediate supervisor maintains a record.

XII. REIMBURSEMENT CLAIMS

To receive reimbursement for allowable fees, employees must complete and submit SF-1164 (Attachment 2) to the immediate supervisor.

XIII. ADDITIONAL INFORMATION

Contact the Procurement and Property Branch, Administrative Services Division, for questions on this directive.

Acting Deputy Administrator Office of Management

Attachments

- 1 FSIS Form 2500-4, Smoking Cessation Program Application
- 2 Instructions for Completing SF-1164

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